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**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF OKLAHOMA**

Position Title: **U.S. Probation Officer**

Full-Time/Permanent

Announcement #12-03

Location: Tulsa, Oklahoma

Opening Date: March 5, 2012

Closing Date: March 16, 2012

Salary Range: Based on current salary grade/step. To be considered a lateral transfer.

The U.S. Probation Office for the Northern District of Oklahoma is recruiting for a U.S. Probation Officer position for current federal probation officers who wish to transfer. A lateral transfer is considered to be a probation or pretrial service's current classification level (up to CL-28) and step from their current pay table to Table 01: Rest of the United States. This district is unable to match locality pay for transfers.

The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

Introduction

The U.S. Probation Office serves the U.S. District Court in the Northern District of Oklahoma. This position will conduct presentence investigations, pre-bail investigations, supervise post conviction, and pretrial defendants. Therefore, this position may be assigned to one of the pretrial, presentence, or supervision units. The U.S. Probation Officer is required to provide instructions, guidance, conduct investigations, and perform overall oversight of defendants/offenders to ensure adherence to or compliance with court imposed directives, conditions, or guidelines.

Duties and Responsibilities

The U.S. Probation Officer may perform all or a combination of the following duties:

- The performance of all investigations (i.e. collaterals, presentence, postsentence, prerelease, etc.)
- May collect and conduct urine screens on offenders of the same gender and maintain appropriate records thereon.
- Monitor and report on the lifestyle, personal problems and needs of offenders that become apparent during home visits or contacts with the offender, family, or employer.

- Supervise a select caseload of the offenders requiring frequent contacts by telephone, office visits, or visits in the field.
- Counsel and provide aftercare services for individuals with drug, alcohol, and other problems.
- Conduct record checks using various automated systems.
- Assist in the development of community resources to meet the special needs of offenders.
- Testify at violation proceedings before the Court or Parole Commission.
- Maintain case records as required, documenting significant behavior of offenders, events and officer/offender interaction.
- Interact with probation offices in other districts to complete investigations, supervise persons transferring between districts, and perform other related services.
- Participate and contribute to ongoing training programs. Keep informed of new developments and techniques in the correction field.
- Comply with established training and safety standards for carrying of firearms if authorized by the Court, and upon approval of the Chief U.S. Probation Officer.
- Maintain and update appropriate information on fine and restitution payments. Coordinate this data with the Financial Litigation Unit and District Financial Administrator.
- Engage in overt and covert investigations to include hazardous law enforcement-related activities such as arrest and transportation of offenders, search and seizure operations, and after-hours surveillance and unannounced home visits.
- Perform all other related duties as assigned.

Qualifications

The successful candidate must possess the following:

- Consistent, high quality past job experience/performance.
- Consistently displayed integrity, impartiality, and propriety as stated in the Code of Conduct for Probation Officers.
- Reliable and committed attendance record.
- Excellent verbal and written communication skills, detail oriented, and strong organizational skills.

- Ability to organize, plan, solve problems, and complete multiple projects simultaneously with limited supervision.
- Ability to work under pressure and to learn diverse procedures and criminal rules.
- Ability to work cooperatively with others, including judicial officers, the public and colleagues.

Preferred Qualifications

Excellent computer knowledge with experience in the Windows operating environment, thorough knowledge of PACTS, NCIC, Word, etc.

Special Requirements for Probation Officers

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, the standards for the probation officer background re-investigation will apply. At the discretion of the receiving Chief U.S. Probation Officer, he may request a drug test and/or medical exam if through direct observation or objective evidence an officer is unable to perform the job functions as defined in the medical guidelines.

Application Procedures

Interested and qualified applicants must submit a cover letter, resume, and the two most recent performance evaluations by close of business on Friday, March 16, 2012, to:

Larry Morris, Chief
U.S. Probation Officer
Attn: Human Resources - Confidential
U.S. Probation Office
333 W. 4th Street, Suit 3820
Tulsa, Oklahoma 74103

For questions applicants may call Chief Larry Morris at 918-699-4828, Deputy Chief Todd Gollihare at 918-699-4862, or Terri Edgmon Administrative Manager at 918-699-4827.